

ITCA WIC Program Field Clinic Review

Reviewer:

Date:

Agency/Clinic:

✓ = Complete, Done correctly

i = Not correctly done

- = Missing

NA = Not Applicable

ITEM	✓/ I/-	COMMENTS	POLICY
Administration			
Supplies- <ul style="list-style-type: none"> • What is the process for bringing supplies to field clinics? • Are all required materials taken and properly utilized? <ul style="list-style-type: none"> ○ Voting materials (offer forms, registration forms, poster). ○ Civil Rights (“And Justice for All”) poster – brought to clinic and posted in a visible location. ○ Measurement & bloodwork equipment. ○ Nutrition education materials. ○ eWIC cards. ○ Printer, computer, cords, jet packs etc. ○ Incentive items ○ Breastpumps and related equipment 			
Describe clinic flow. <ul style="list-style-type: none"> • Check-in, separation of duties, eWIC card & benefit issuance, benefit list, next appointment, etc. 			
Civil Rights			
Building Accessibility (ADA compliance).			246.8
How are clients or staff with disabilities provided reasonable accommodation?			
Program Integrity			
Separation of Duties (SOD)- <ul style="list-style-type: none"> • How is SOD typically done at both main and field clinics? • What procedures are in place for single staff clinics and situations? 			
eWIC Card Security			
What is the process of transporting cards between the main and field clinics? How is card security maintained at each step?			
Are cards locked in a secure area at the end of the day?			
How are cards secured during breaks and lunch periods?			
Clinic Security:			
Staff Log-ins and passwords are not shared with coworkers.			
Computers (including laptops) and printers are in a secure location within the clinic.			
Equipment			
Computers are placed on sturdy level surface when in use.			
Cords are kept out of walkways/out of reach of children.			
Protective bag is used for transporting equipment and cords are removed prior to transport.			
Surge protectors or UPS’s are used on all computer equipment.			
Wall outlets are not overloaded.			
Participant-Centered Services			

Waiting Room/General Clinic Areas			
Video programs in lobby reflect appropriate nutrition and physical activity messages.			
Toys, books and other activities are available in waiting area.			
Waiting time for clients is reasonable.			
Public areas are free of clutter.			
Clinic is clean (vacuumed regularly, carpets cleaned, floors mopped and polished, furniture dusted, computers and other equipment cleaned).			
Clinic is good repair.			
Nutrition and breastfeeding messages (posters) are displayed in frames and kept up to date and are kept to an appropriate number.			
If used, display boards and bulletin boards are limited to an appropriate number and should contain single messages.			
Clinic is a warm and friendly environment.			
Clients are welcomed in friendly manner and with a smile.			
Phone is answered in a friendly manner.			
Voicemail or answering machine is set up to allow clients to leave a message. How frequently are messages returned?			
Offices/Space Where Clients are Seen			
Toys, books and other activities are available in offices.			
Offices/space are/is free of clutter. Offices and desks are clean.			
Nutrition and breastfeeding messages (posters) are displayed in frames and kept up to date and to an appropriate number.			
Desks are positioned so staff faces the client.			
Offices/space allow(s) for confidentiality.			
Staff has Risk Questionnaires available in their work area and Risk Manuals on accessible on desktop.			
Breastfeeding Friendly Environment			
Lactation room available for clients/staff.			
Breastfeeding promotion materials such as framed posters are displayed.			
No formula or samples, posters, handouts on display or in sight of clients.			
Emergency formula storage out of sight.			
Safety			
No smoking sign posted.			246.6(b)(4)
Emergency Exits and /or fire evacuation plan posted in visible/accessible area.			
Fire extinguishers are available and up-to-date.			
Restrooms			
Restrooms are available for clients.			
Restroom is clean with appropriate supplies available.			
Lab Environment			
Recumbent length board with attached foot piece used for measuring infants.			
Scales are accurate.			
Equipment is in good working condition.			
Scales on hard/stable surface.			

Sink/Sanitizer present.			
CLIA certificate is posted and valid.			
Bio-hazard sharps container is disposed of properly.			
Is the HemoCue value log sheet completed? How is the log sheet used?			
HemoCue machine is clean.			
Are lab surfaces cleaned daily with correct sanitizing solution?			
Is sanitizing solution disposed of properly after 7 days?			
Is the cuvette container labeled with opened/expiration date (<90 days)?			
Cultural Competence			
LA clinic environment considers culture of clients served (posters/handouts).			246.11(b)(2)

Comments:			